

# NEIGHBORHOOD ENHANCEMENT PARTNERSHIP PROGRAM



---

## **What is the Neighborhood Enhancement Partnership program?**

The purpose of the Neighborhood Enhancement Partnership (NEP) program is to prevent the decline of mature neighborhoods by encouraging property owners to enhance their own neighborhoods. NEP provides funding opportunities that can assist in neighborhood-based improvement projects.

In addition, the program seeks to preserve and promote all Scottsdale neighborhoods by ensuring that mature neighborhoods are equipped to address emerging or future neighborhood needs that do not exist in newly established neighborhoods. By encouraging neighborhood participation and investment, it is the program's objective to address individual neighborhood needs before they become community challenges.

## **Who can apply?**

Any neighborhood group or homeowners association in the City of Scottsdale may apply for NEP funding.

"Neighborhood Groups" are defined as residents of neighborhoods that have organized voluntarily and therefore do not have mandated fee collection or assessment capabilities. Community groups including, but not limited to, civic groups, faith-based organizations, schools, etc., are not eligible for this program.

Neighborhood Groups should represent at least 50% of the specified neighborhood's residents, as determined by staff (i.e., standard neighborhood block, complex or street).

"Homeowners Associations" (HOAs) are defined as residents of neighborhoods that have mandated monthly fees and assessment capabilities and therefore possess a source of revenue.

- Applications from HOAs must be approved by the HOA's governing board prior to application submittal. Applications from HOAs must include a copy of the most recent reserve study (or a statement that no reserve study exists) and financial statement (such as the balance sheet and annual operating budget).
- Subdivisions, with or without a board of directors, that are located within a property owners association, community association, or master association, will be considered a "homeowners association" under this program.
- Applications received directly from management company representatives must demonstrate that the homeowners are directly involved in the project creation, development, implementation and application completion and submittal.

## **What types of projects are eligible?**

A proposed project must benefit the neighborhood and demonstrate the direct involvement of the neighborhood residents who are affected by the project.

- Eligible projects are those considered to be for beautification, conservation and safety purposes.
- Maintenance projects may be considered for HOAs that are a minimum of 25 years of age or neighborhood groups a minimum of 15 years of age.
- Funding for reserve studies may be considered for HOAs that are a minimum of 25 years of age.

### **What types of projects are not eligible?**

- Projects in progress or completed prior to application submittal
- Projects in neighborhoods that are less than 15 years of age, unless financial need is demonstrated and the project addresses significant safety issues.
- Security gate installations for vehicle ingress and egress are not eligible for funding unless the application can demonstrate how the gate will:
  1. Decrease a criminal history documented through the police department
  2. Positively impact the immediate and surrounding neighborhood

### **What is “Matching” and how much is available?**

Homeowners Associations, as defined in the “Who Can Apply” section, are required to provide a match of up to 75% of the project cost. The amount of the match required may be reduced with documented proof of “sweat equity” provided by the neighbors applying for the project. HOAs may apply for funding to complete a reserve study for their neighborhood, up to a maximum of \$2,500; HOAs must match up to 75% of the reserve study cost.

Neighborhood Groups, as defined in the “Who Can Apply” section, may not be required to provide matching funds. However, participation by the neighborhood group is required where feasible or appropriate.

All projects are reviewed for funding on a case-by-case basis.

*NOTE: Please ensure accuracy in calculating the amount of funds requested, as additional funds will not be awarded for the same project.*

### **How often can we apply and possibly receive funding?**

Applications from **Neighborhood Groups** may be submitted, and possibly receive funding, during every grant cycle (November and May). Projects that have previously been awarded grants must be completed prior to submittal of an application for a new project or the next phase of a previous project.

Applications from **Homeowners Associations** may be submitted during every grant cycle (November and May). HOAs may apply and possibly receive funding once every 12 months, unless the new request demonstrates a critical safety need. Projects that have previously been awarded grants must be completed prior to submittal of an application for a new project or the next phase of a previous project.

### **What is the application and review process?**

Applications will be reviewed for completeness, clarity and inclusion of required support material by staff members of the city's Citizen & Neighborhood Resources (CNR) department. In most cases, an application review meeting will be scheduled with the applicant to review the application and discuss the process. (Please note: Once this step is complete, additional copies of your application and supporting documents may be required.) Applications will then be scheduled for the next Neighborhood Enhancement Commission meeting following the application deadline. The seven-member Commission is a City Council-appointed advisory group. Applications submitted in November will be considered for funding by the Commission at their December meeting. Those submitted in May will be considered for funding by the Commission at their June meeting. Once the applications have been reviewed by the Neighborhood Enhancement Commission, they will be presented to the City Council for final consideration and approval.

### **Application and review process schedule for HOAs and neighborhood groups**

Applicants from HOAs and neighborhood groups (at least one representative from the neighborhood listed as a contact on the application) must attend a pre-application orientation workshop within two (2) months of submittal. Applications from these groups are taken twice a year and scheduled as follows:

#### **Fall**

- **September** - Orientation Workshop\* (Required for all HOAs and neighborhood groups planning to submit an application in November).
- **November** - Application deadline
- **December** - Recommendation for funding awards by the Neighborhood Enhancement Commission
- **January** - Approval by City Council regarding funding awards

#### **Spring**

- **March** - Orientation Workshop\* (Required for all HOAs and neighborhood groups planning to submit an application in May.)
- **May** - Application deadline
- **June** - Recommendation for funding awards by the Neighborhood Enhancement Commission
- **July** - Approval by City Council regarding funding awards

*\* Please see Orientation Workshop schedule for specific dates, times and locations.*

### **Application criteria**

Applications will be evaluated using the following broad categories:

- Age of the neighborhood:
  - Neighborhoods that are 30 years or older are the program's top priority
  - Neighborhoods that are 15-29 years old are the program's next priority
  - Neighborhoods less than 15 years old are not eligible for the program, unless financial need is demonstrated and the project addresses significant safety issues.
- Financial need:

- Have other financial avenues been pursued?
- Does the applicant possess the ability to fund the project without NEP funding?
- Applicant's ability to sustain any on-going costs associated with the project
- Safety, aesthetic and creative enhancements
- Level of support and involvement of residents in the NEP process/project, including documented proof of "sweat equity" provided by residents applying for the project.
- Conservation of energy, water or natural resources

### **If we are approved for funding, how long do we have to complete the project?**

- Awarded NEP applicants have six (6) months to submit the required support material for reimbursement.
- Awarded NEP applicants needing more than six (6) months are required to submit a written extension request to the Citizen & Neighborhood Resources office **PRIOR** to the end of the 6-month completion deadline.
- If an applicant fails to submit the required support material for reimbursement or a written request for a time extension (to the CNR office as noted above) prior to the end of the 6-month completion deadline, the funding application will be invalidated and funds will no longer be available for the project.

### **Learn more about your neighborhood's financial future**

HOAs receiving NEP funding are strongly encouraged to take part in a Financial Planning or Reserves Study class offered through the city's Neighborhood College program either before or within six (6) months of receiving funding.

### **Who should I contact if I have questions or need assistance?**

Citizen & Neighborhood Resources  
7447 E. Indian School Rd., Suite 300  
Scottsdale, AZ 85251

**Phone** (480) 312-3111  
**Fax** (480) 312-2455  
**E-mail** [Neighborhoods@ScottsdaleAZ.gov](mailto:Neighborhoods@ScottsdaleAZ.gov)  
**Web** [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) (Keyword "NEP")

*NOTE: The Neighborhood Enhancement Commission shall have discretionary authority to recommend for amendment or modification any of the preceding NEP guidelines, subject to approval by the City Council.*